1. PURPOSE

This Program Requirements Document (PRD) identifies requirements and responsibilities for monitoring and observing organizational activities, both internal and external, evaluating their adequacy and effectiveness, verifying compliance to specified requirements, and identifying improvement opportunities. See Appendix A for requirements basis.

2. APPLICABILITY

This PRD applies to company organizations conducting or subject to quality assurance (QA) *surveillances* (see def.). Performing surveillances does not take the place of *audits* (see def.) as addressed in PRD-5089, 18.1 Quality Assurance Internal and External Audits.

3. RESPONSIBILITIES

3.1 Quality Assurance Organization

The Quality assurance organization is responsible for establishing a surveillance process that identifies those activities subject to surveillance and the frequency at which each activity may be surveilled. The established frequencies should be commensurate with the status and importance of the activity to the mission of the organization/project.

The quality assurance organization is responsible for:

A. Planning, scheduling, and performing surveillances.

B. Maintaining a listing of personnel authorized to perform surveillances within their organization.

C. Maintaining a log of issued surveillance reports based on sequential numbering that should include report number, date of surveillance, surveyed organization, activity surveyed, and *corrective action* (see def.) status.

D. Providing the flexibility to conduct spontaneous, unscheduled surveillances to respond to immediate needs.

E. Providing the trending organization with copies of surveillance reports.

F. Providing assistance/support to other quality assurance supervision performing interorganizational surveillances within their respective organizations.

G. Notifying an organization when planning/scheduling a surveillance external to their respective organization.

3.2 Organizations

Organizations are responsible for:

A. Providing reasonable and timely access for surveillance personnel to review work activities and areas.

B. Evaluating conditions reported on surveillance reports for reportability to the DOE.

C. Providing (a) responses to surveillance reports describing actions to be taken to correct discrepant conditions, which could not be corrected during the surveillance, and (b) the scheduled completion date for any corrective actions required.

D. Implementing corrective actions within the specified time.

4. REQUIREMENTS

4.1 Companywide Applications

The requirements identified in this subsection (4.1) apply to the entire company unless exempted by INT-17, QA PRD Introduction, Subsection 2.

4.1.1 Basic

4.1.1.1 Surveillances shall be conducted to *[DOE/RW-0333P 2.2.6.2s]*:

A. Verify the quality of work in progress and compliance with applicable governing documents. *[DOE/RW-0333P 2.2.6.A]*

B. Identify conditions adverse to quality. *[DOE/RW-0333P 2.2.6.A]*

C. Ensure that prompt corrective action is taken by management responsible for performing the work *[DOE/RW-0333P 2.2.6.A]*

D. Verify the timely implementation, adequacy, and effectiveness of corrective action. *[DOE/RW-0333P 2.2.6.A]*

4.1.1.2 Surveillances shall be performed by personnel who are knowledgeable about, and not directly responsible for, the work under surveillance. *[DOE/RW-0333P 2.2.6.B]*

4.1.1.3 Surveillances shall be documented in a report to appropriate management. *[DOE/RW-0333P 2.2.6.C]*

4.1.2 Records

4.1.2.1 All records designated in implementing documents as *quality assurance records* (see def.)shall be controlled in PRD-5088, 17.1 Quality Assurance Records. *[Summary of records requirements from NQA-1-1997, DOE/RW-0333P, and Company Imposed Requirements]*

4.2 Specific Requirements for DOE/RW-0333P QARD Revision 10 Applications

This subsection (4.2) contains additional requirements from the QARD (DOE/RW-0333P, Revision 10) which are specific to the Spent Nuclear Fuel Program.

4.2.1 Surveillances

4.2.1.1 Surveillances shall be conducted to evaluate the quality of selected work subject to *the Quality Assurance Requirements and Description* [QARD; (see def.)]. *[DOE/RW-0333P 2.2.6.1s]*

5. DEFINITIONS

Refer to LST-199, Definitions, in the QA PRD Manual for the definitions of the following terms:

audit

corrective action

quality assurance records

Quality Assurance Requirements and Description

surveillance

6. REFERENCES

DOE/RW-0333P, Office of Civilian Radioactive Waste Management, Quality Assurance Requirements and Description , Revision 10

7. APPENDICES

Appendix A, 18.2 Basis

APPENDIX A

18.2 Basis

Source	Citation	Requirement	Comments
DOE/RW-0333P, Office of Civilian Radioactive Waste Management Program, Quality Assurance Requirements and Description, Revision 10	2.2.6.1s	4.2.1.1	Specific Requirement (SR)
DOE/RW-0333P	2.2.6.2s	4.1.1.1	Consensus Requirement (CR)
DOE/RW-0333P	2.2.6.A	4.1.1.1.A	CR
DOE/RW-0333P	2.2.6.A	4.1.1.1.B	CR
DOE/RW-0333P	2.2.6.A	4.1.1.1.C	CR
DOE/RW-0333P	2.2.6.A	4.1.1.1.D	CR
DOE/RW-0333P	2.2.6.B	4.1.1.2	CR
DOE/RW-0333P	2.2.6.C	4.1.1.3	CR
PRD-5088, 17.1 Quality Assurance Records	All	4.1.2.1	Summary of records requirements from NQA-1-1997, DOE/RW-0333P, and Company Imposed Requirements